



# Community Relations

Public Affairs Office

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Web site: [www.riley.army.mil](http://www.riley.army.mil)

## SPEAKER REQUEST FORM

This form is used to request a Fort Riley speaker for public events. The information is required to evaluate the event for appropriateness and compliance with Department of Defense policies and for coordination with the soldiers/units involved. Please complete all appropriate sections and send it to the Public Affairs Office **at least 60 days prior to the event date**. For more information on Fort Riley support, visit our Web site at [www.riley.army.mil/Services/Fort/PublicAffairs/CommRel.asp](http://www.riley.army.mil/Services/Fort/PublicAffairs/CommRel.asp) to read descriptions and view photographs of equipment and personnel support available.

<b>EVENT NAME:</b>		<b>EXPECTED ATTENDANCE:</b>
<b>EVENT DATE:</b>	<b>EVENT TIME:</b>	<b>EVENT ADDRESS:</b>
<b>EVENT PURPOSE:</b> (DESCRIBE PROGRAM THEME, CIVIC MAKEUP AND PURPOSE OF ARMY PARTICIPATION)		
<b>TYPE OF EVENT:</b> (FOR EXAMPLE – MONTHLY MEETING, MILITARY AFFAIRS, CHAMBER BANQUET, ETC.)		
<b>EVENT SPONSOR:</b>		<b>CONTACT PERSON:</b>
<b>PHONE:</b>	<b>STREET ADDRESS:</b> (INCLUDE CITY, STATE AND ZIP)	
<b>FAX:</b>	<b>E-MAIL:</b>	

<b>SPEAKER</b> (SPECIFY DETAILS BELOW)	
<b>TYPE OF SPEAKER/SPECIFIC PERSON REQUESTED</b>	<b>SPEECH LENGTH</b>
<b>TOPIC</b>	<b>UNIFORM: (CIRCLE ONE)</b>  BDU, CLASS As  CIVILIAN ATTIRE  PERIOD UNIFORMS (FOR CGMCG ONLY)

YES	NO	Please answer the following questions and explain if necessary.
		1. Will admission, seating and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex or national origin?
		2. If the event is during a meal hour, will the requestor provide the speaker a meal at no charge?
		3. If the requested speaker is married, is the spouse invited to attend the event at no charge?
		4. If necessary, will the requestor provide telephone access at no expense to the government for Army personnel making official calls regarding the event?
		5. Will the requestor provide electrical power and audio visual equipment needed by the speaker, if applicable?
		6. Will the event be used to raise money? If so, please explain.
		7. Did the requestor include a request letter that explains the nature of the event and event itinerary?

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

DATE	PRINTED NAME	SIGNATURE